

## Position Description

Vacancy Title: **Property Manager**

Location: **Wailekutu, Lami**

Reports To: **None**

### Objective

The Property Manager is responsible for ensuring that CJP Group properties are managed and maintained. This position reports to the General Manager Corporate, Finance and Risk at CJ Patel Pte Limited

### Outcomes

#### Organisational Stakeholders

##### 1. Property management

- All properties managed at all times
  - All properties insured at all times
  - Rental property managed
    - Customer and tenant relationship managed
  - Properties compliant at all times
  - Maintenance completed on an accurate and timely basis
  - Property registers managed at all times
  - Valuation of properties managed on an on-going basis
- Inventory register managed at all times
- Asset register managed at all times
- Attend the customer requirements on timely manner
- Maintain proper and sound communication with all the tenants
- Visit the properties on timely and regular manner to identify the maintenance requirements
- Maintain the all the documents relating to all properties
- Ensure that necessary approvals are obtained from relevant authorities in relation to property renting and R& M activities
- Ensure that tenants' agreements are reviewed and updated before expiry.
- Ensure that all the property related payments are done before the due date
- Ensure that all the properties are compliance with Rule and Regulations.
- Maintain the Annual Property maintenance program are maintain for all the properties and required maintenance works are carried out as per the plan and the annual budgets.
- Maintain and safeguard the tools and equipments relating to property division and carryout the regular physical verifications
- Ensure that adequate securities are provided for all the properties as per individual business requirements.
- Provide required reports to management and Board
- Provide improvement, innovative ideas and suggestions to improved the company system and procedure
- Ensure that all the possible steps & actions are taken to Protect and safeguard the company properties

##### 2. Special projects managed

- CAPEX budget, cash flow, annual maintenance developed and implemented in accordance within agreed targets
- Special projects managed
  - Project contractors managed
  - Engineering documentation provided on an accurate and timely basis
  - Tender process coordinated, evaluated and recommendations provided on a timely basis
  - Property management compliance ensured at all times
- Ownership records of property managed at all times
- Ensure that project report is prepared and presented to the board for all new projects
- Ensure necessary approval from relevant authorities before commencement of any property related projects
- Ensure that appropriate consultation are made with professional consultants, Engineers for specific areas .
- CAPEX should be filled and get it approved for all capital related purchases and all the CAPEX are budgeted.
- Ensure that timely completion of all the project and progress and any delays should be clearly communicated to relevant parties.
- Engage with key stakeholders and ensure timely communication of project update
- Closely supervise all the outside contractors and ensure that they are carrying out the works are per company requirements

##### 3. Well Informed Management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
- Monthly report presentation is accurate and supports decision making
- Timely update for any variance from project schedule or budget estimates
- Ad-hoc information requests by management and shareholders for decision-making purposes addressed in a timely manner

#### 4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to all staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

#### 5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 6. CJ Patel Pte Limited's values upheld and promoted at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and value
- Ensure confidentiality of critical business information at all time
- Business practice and decisions are ethical and aligned to organisational policy and procedures

## Responsibilities - Key Competencies

| Competence             | Description  |
|------------------------|--|
| <b>Business</b>        |  |
| Business Performance   | Manage the performance of the organisation.  |
| Risk Management        | Analyse and manage risk.   |
| Change Management      | Implement and manage changing situations resulting from a change in strategic/business.                    |
| Planning               | Deliver results by developing, reviewing or following a work plan, action plan or operational plan.        |
| Resource Management    | Deliver results through the efficient and effective allocation and use of supplies , equipment and people. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals.                              |
| Information Analysis   | Make informed decisions by collecting and interpreting data and information                                |
| <b>Customer</b>        |  |
| Customer Commitment    | Demonstrate a commitment to customer service - both internal and external customers.                       |
| Commercial Focus       | Optimize the commercial viability of the organisation.   |
| <b>Professional</b>    |  |
| Compliance             | Comply with relevant laws and the policies and procedures of the organisation.                             |
| <b>Operational</b>     |  |
| Health and Safety      | Establish and maintain a safe and healthy work environment.  |

## Qualifications

| Qualification    | Discipline  | Notes             |
|------------------|---|-------------------|
| <b>Preferred</b> |   |                   |
| Diploma          | Property and Real Estate, Land Management & Real Estate |                   |
| <b>Preferred</b> |   |                   |
| Degree           | Engineering, Property and Real Estate                   | Civil Engineering |

## Work Knowledge and Experience

A minimum of five years' experience in property management in a similar role

Computer literate with strong communication and negotiation skills

Established relationships with contractors and service providers

Working knowledge of building codes, property laws and ability to read and understand blueprints

Exceptional organizational, problem-solving, and interpersonal skills

## Requirements

### Regulatory Compliance Requirements

Driver's License

## Other Required Requirements

No other required items found.

## Interactions

| Type            | Interaction           | Comments |
|-----------------|-----------------------|----------|
| <b>Internal</b> |                       |          |
|                 | Board of Directors    |          |
|                 | All employees         |          |
|                 | Finance Team          |          |
| <b>External</b> |                       |          |
|                 | Statutory Authorities |          |
|                 | Suppliers             |          |
|                 | Customers             |          |
|                 | Community             |          |
|                 | Regulators            |          |

## Attributes

### Behavioural Styles

- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Team Enjoys being with others as part of a group or team.
- Oriented
- Forthright Speaks out frankly without hesitation, showing a direct manner.

### Thinking Styles

- Reflective Takes a thoughtful and deliberative approach.
- Decisive Reaches conclusions, promptly and firmly.
- Numerate Shows abilities in quantitative thought and expression.
- Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

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## Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: [careers@cjpatel.com.fj](mailto:careers@cjpatel.com.fj)

Further Contact Information: --

Closing Date: 07 Dec 2022